

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 2, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The July 2, 2014 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 2:16 P.M.

Present: Committee Chair Dave Lienau and members John Clove, Sharon Doerschling and Scott Baker.

Staff Members: Facilities Manager Steve Mann, Facilities Manager Intern Aaron Bley, and Administrative Assistant Janal Suppanz.

Others: Jack Money Penny of the Door County Visitor Bureau and Brian Fitzgerald.

Excused: Village Administrator Zeke Jackson

Comments, correspondence and concerns from the public:

A letter which had been received from Dan Roarty of Dimension IV concerning potential costs of conceptual work for remodeling of the Village Hall was included in the meeting packets. It was the consensus that this issue shall be referred to the Waterfront Oversight Committee.

An e-mail which was received from Greg & Chris Wert was also included in the meeting packets. In that e-mail Mr. and Mrs. Wert ask if it would be possible for their nephew, John Hyland, to put on a concert for some family members as well as passersby in the gazebo in Waterfront Park when they rent that facility for a family gathering on Monday, July 28th. It was the consensus that Hyland shall be allowed to perform in the gazebo but that all music must cease by 10:30 P.M.

Paige Funkhouser thanked Mann and the Maintenance Department employees for all the assistance they provided with the "Goats on Poles Project".

Approval of Agenda:

A motion was made by Clove seconded by Doerschling that the Agenda for the July 2, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Approval of minutes as published:

A motion was made by Clove, seconded by Baker that the minutes for the June 4, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 4. Presentation by Jack Money Penny regarding installation of an electric vehicle charging station in Sister Bay:

Jack Money Penny, the Executive Director of the Door County Visitor Bureau, explained that the Visitor Bureau has re-written its mission statement, and, therefore, protection of the environment will now be one of its priorities. To that end a double pedestal electric vehicle charging station has been installed at the Door County Visitor Bureau offices in

1 Sturgeon Bay, and to date thirteen vehicles have used it. Each machine only draws 30
2 amps. of electricity and should be protected with a 40 amp. 2-pole common trip circuit
3 breaker. The Visitor Bureau will not be charging any fees for the use of its charging station,
4 but it is possible to do that. To fully charge a vehicle it takes approximately four hours.
5 Money penny is wondering if any Northern Door municipalities, businesses or
6 organizations would be interested in installing such an appurtenance. The cost of the units
7 is \$2,990 each, but total installation costs will vary depending on the amount of electrical
8 work, excavation and landscaping which has to be done. The High Point Inn and Bay
9 Breeze Resort of Ephraim will be installing electric vehicle charging stations in the near
10 future, the Village of Egg Harbor has committed to installing a unit next year, and a
11 recommendation will be made to the Liberty Grove Town Board that one also be installed
12 somewhere within the Town boundaries. If the Village is interested in installing a vehicle
13 charging station, the Visitor Bureau would initially order and pay for it, but reimbursement
14 would be expected by the end of the year.

15
16 Clove asked what, if any, benefit the Village would realize by purchasing and installing a
17 vehicle charging station(s), and Money penny responded that to be perfectly honest the
18 most benefit would be realized by local business owners. He also noted that he made this
19 same presentation to the SBAA Board of Directors a few months ago. Paige Funkhouser,
20 the SBAA Coordinator, noted that the SBAA Board members thought a vehicle charging
21 station would be a wonderful addition to the Village, but also pointed out that no money
22 has been budgeted for such an appurtenance.

23
24 *It was the consensus that this issue shall be referred back to the SBAA Board of Directors*
25 *for further consideration, but that the Parks Committee shall also discuss it at a future*
26 *meeting(s).*

27
28 Mann noted that if there is even a remote possibility that at least one vehicle charging
29 station will be installed in the parking lot by Waterfront Park it would make the most sense
30 to install conduit for the charging station while the Performance Pavilion restoration work
31 is being done.

32
33 *A motion was made by Clove, seconded by Baker that underground conduit for an*
34 *electrical vehicle charging station shall be installed near the parking area by the new*
35 *Performance Pavilion when site restoration work is done. The funds for this expenditure*
36 *shall be withdrawn from the Various Parks Projects Account. Motion carried – All ayes.*

37
38 **Item No. 1. Report on private road maintenance; consider a motion to act on**
39 **maintenance of Fieldcrest Lane and other dedicated private roads in the Village:**

40 The question has arisen as to whether the Village would be interested in maintaining
41 Fieldcrest Lane, which is a dedicated private road. Mann indicated that the Village does
42 not have the equipment required to perform that type of work, and the Committee
43 members also noted that if the work is done on Fieldcrest Lane it is quite possible that the
44 owners of other dedicated private roads may request the same service, which would
45 increase the Maintenance Department employees' workload considerably. It was the
46 consensus that Jackson shall investigate all aspects of this issue and report his findings at
47 the August Parks Committee Meeting.

Item No. 2. Consider a motion to approve Lloyd Michalsen's request to use the Waterfront Park Gazebo on Tuesday evenings from 6:00 P.M. to 8:00 P.M.:

An e-mail which had been received from Lloyd Michalsen was included in the meeting packets. In that document Michalsen indicates that he and his group of friends decided not to wait for an answer regarding their request to use the Village's gazebo for jam sessions, and, therefore, they found another location.

The Committee members indicated that they were disappointed to hear that Michalsen and his friends had decided not to perform in the Village and would still be interested in hearing a proposal from them. Suppanz was asked to relay that message to Michalsen ASAP.

Item No. 3. Consider a motion to approve Tony Anheuser's request to conduct a motorcycle rally in the Village:

Tony Anheuser informed Suppanz that he is withdrawing his request to conduct a motorcycle rally in the Village as local motorcycle enthusiasts have informed him that the third weekend in August is not a good time for a rally. He may submit a similar request next year.

Item No. 5. Consider a motion to approve a request for park use for the Door Peninsula Century Bike Ride:

Brian Fitzgerald indicated that last year's Door Peninsula Century Bike Ride was a huge success. He anticipates that there will be 500 to 700 people participating in this year's ride, and food will be provided by local restaurants. Members of several Northern Door non-profit organizations and high school students will also be given opportunities to do fund raising by helping out on the day of the ride. An informational packet was included in the meeting packets. It was the consensus that the Door Peninsula Century Bike Ride is a very positive thing for the Village of Sister Bay.

A motion was made by Clove, seconded by Doersching that permission is granted for the Peninsula Pacers to conduct the Door Peninsula Century Bike Ride in the Village of Sister Bay on September 13, 2014. The ride routes depicted on the maps which were included in the meeting packets are all approved and standard tented event facility use fees will apply. Motion carried – All ayes.

Item No. 6. Update on the Pavilion Project:

The work on the Performance Pavilion Project is coming along quite well and it looks very nice. The stone masons should finish their work this week, and once they're done some of the construction equipment will be removed from the construction site. There still will be some electrical work and grading to be done, but everything should be completed in two to three weeks. Snowplowing issues may arise by the pavilion sidewalk, but the employees from Zeise Construction and Mann are working on a solution to that problem. Jackson has been informed that the cost overruns on the Pavilion Project will not be as high as had originally been anticipated. It now appears that those overruns will be approximately \$2,000.

Funkhouser suggested that a fee schedule for use of the Performance Pavilion be established ASAP, and it was the consensus that that issue shall be addressed at the next meeting of the Parks Committee.

Item No. 7. Report from Steve Mann on summer activities:

Mann reported on the following issues:

- Three new locations for memorial benches have been designated and all of them have been spoken for by persons on the Waiting List.
- 100 yards of wood chips have been hauled out to the Community Garden.
- Unfortunately property damage has been occurring out at the Sports Complex. Last week someone hit the TKH sign and damaged it, and last night an informational sign was struck. Someone also drove over a number of cedar trees to get to the concrete pad. It was the consensus that this information shall be passed on to Sven The Goat for inclusion in his weekly Advocate column. Sven was given authority to state that from now on security cameras will be utilized out at the Sports Complex, and, if necessary law enforcement officials will be asked to do additional patrols in that area.
- The Flower Pot Angels have complained that people are placing garbage in their flower pots, and asked if it would be possible to place a few large trash cans on the streets. Mann is concerned that large amounts of garbage which is generated at homes and/or cottages in the area will be deposited in the cans, but would be willing to place a covered trash can at the corner of Clafin Lane and Mill Road on a trial basis. It was the consensus that this shall occur. A referral will also be made to the Bay Shore Drive Oversight Committee.
- Some of the evergreens which were in Waterfront Park did not survive the winter and have been replaced with Maple trees.

Item No. 8. Discussion on trackless maintenance:

The trackless is in need of repair and was hauled down to Bruce Municipal, but to date Mann has not heard anything regarding suggested repairs. Mann will do follow-up and report his findings at the next meeting.

Item No. 9. Discussion on other parks and streets activities:

When the new storm sewers were installed one of the berms in Waterfront Park was eliminated. If the Committee decides that the berm should be restored, there are plants which could be transplanted in the flowerbed by the restrooms in Waterfront Park. It was the consensus that the employees at the Maintenance Department shall see that the berm is restored and that transplanting is done.

A complaint has been received that the parking space near the intersection of Sunset Drive and N. Bay Shore Drive is too far forward. It was the consensus that that parking space should be eliminated.

A complaint has also been received that one of the bike path signs at the intersection of Fieldcrest Road and N. Bay Shore Drive blocks drivers' views. It was the consensus that the sign and post which cause vision problems shall be removed ASAP, and, if possible, the bike path signs shall be placed back-to-back on one post.

Item No. 10. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

It was the consensus that the following issues shall be placed on a future agenda or referred to a committee, official or employee:

- 1 • *The Parks Committee shall continue to have discussions regarding*
2 *installation of an electric vehicle charging station in the Village, and that*
3 *issue shall also be referred back to the SBAA Board of Directors for further*
4 *consideration.*
- 5 • *The following issues shall be addressed at the next Parks Committee*
6 *Meeting:*
 - 7 *A. Report on private road maintenance; Consider a motion to act on*
8 *maintenance of Fieldcrest Lane and other dedicated private roadways in*
9 *the Village;*
 - 10 *B. Consider a motion to establish a fee schedule for use of the Performance*
11 *Pavilion;*
 - 12 *C. Discussion on trackless maintenance.*
- 13 • *The Flower Pot Angels' request to place garbage cans along Bay Shore*
14 *Drive shall be referred to the Bay Shore Drive Oversight Committee.*
15

16 **Adjournment:**

17 *A motion was made by Clove, seconded by Doerschling to adjourn the meeting of the*
18 *Parks Committee at 3:50 P.M. Motion carried – All ayes.*
19

20 Respectfully submitted,

21 

22 Janal Suppanz,
23 Administrative Assistant